

**Antelope Valley College**  
**Information Technology Committee**  
**Rubric for Project Prioritization**

Suggested Criteria for Prioritizing of Refresh Technology Requests

- The technology directly impacts student learning.
- The number of students and faculty impacted by the technology.
- The current technology is failing or obsolete due to age or amount of use.
- The program has documented change in the technology standard for the discipline or program.
- The program will cease to exist or will function poorly if the existing technology is not updated.
- Want vs. need
- There are appropriate facilities for and support staff to maintain the technology being requested.

*Key questions to answer:*

1. How many students and faculty or staff use this technology?
2. Why does the current technology need to be replaced or refreshed?
3. How does this technology tie to program outcomes?
4. How long the refreshed technology projected to program's needs?
5. What are support expectations from IT department or other areas?

Suggested Criteria for Prioritizing New Technology Resources or Projects

- The technology directly impacts student learning.
- The number of students and faculty impacted by the technology.
- Technology resource is required by state law or mandate or an accrediting agency to meet accrediting standards.
- Whether the program has some technology vs. no technology resources.
- Completing the request completes an incomplete technology installation.
- The program will cease to exist or will function poorly if technology is not obtained.
- There is documented demand for and growth in the program which will be facilitated by increased or improved technology.
- Want vs. need
- There are appropriate facilities for and support staff to maintain the technology being requested.

*Key questions to answer:*

1. How many students, faculty and staff will use this technology?
2. What is the intended purpose of this technology?
3. How does this technology tie to program outcomes?
4. How long the refreshed technology projected to program's needs?
5. What are support expectations from the IT department and other areas?